## **Receiving Goods GEARS** Goods or Services have been received & Services General Enterprise and Resource Support from your Vendor Did you know? Receipts are optional for Express POs (Exception: Receipts are required for Create a Receipt **District Court)** against the PO or **Tip Sheet** Express PO Creating a PO Receipt Important!! All Purchase Orders must be dispatched before you can receive. Contact Purchasing if you need Did you know? assistance getting a PO dispatched. If your receiving method is Contact your local buyer for Express set up for QTY, then you Is your PO/Express PO by PO's cannot receive by amount Quantity or Amount? (and vice versa). If your receiving method is incorrect, you can contact Purchasing for assistance Quantity (QTY) -Amount (Price)-Did you know? If your PO/Express Do you want to Receive the PO is by Quantity, Do you want to Receive the Did you know? you cannot change Full Quantity? Full Amount? If your PO/Express the Receipt PO is by Amount, Amount. The you cannot change Receipt Amount the Receipt will be calculated, Quantity. The Did you know? based on Quantity Update the Receipt **Receipt Quantity** Update the You can attach and Price will default to 1 Receipt Quantity, Confirm the details Price, and confirm associated and confirm other pulled in from the PO other details are documentation to Express PO are correct details are correct correct. Did you know? Did you know? your Receipt You can create You can create additional Receipts additional Receipts for the same PO or for the same PO or Express PO, up to Express PO, up to the full Quantity or the full Quantity or Save the Receipt Amount Amount (Validate the Receipt Status before exiting) **District Court Only:** Use the Notify button to email InvoiceDC@mdcourts.gov Task Complete. The next step is to enter a PO Receipt Voucher, once you receive the vendor's

invoice